

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102

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State Title: **Systems Analyst V**

Functional Title:

Job Posting: **12163 (Re-Opened)**

Monthly Salary: \$4770.58 - \$5400.00

Posting Date: 08/16/2012

Close Date: 08/30/2012

Section/Division: Business Automation Section/ Information Resources Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0167

Applicants who previously applied will still be considered and do not have to re-apply

Job Description:

Provides project management and business analysis guidance and expertise for information technology (IT) projects for the Texas Commission on Environmental Quality (TCEQ). Analyzes business processes for IT projects, which includes enterprise and stakeholder analyses; planning business analysis activities, eliciting requirements, preparing requirements packages, analyzing requirements, verifying and validating requirements and solutions, and facilitating/leading requirements workshops and other meetings. Prepares various documents, including Business Cases, Software/System Development Plans, Software/System Requirements Specifications, Use Cases and other models, design documents, schedules, status reports, and meeting minutes. Manages IT projects in the areas of initiation, planning, monitoring and controlling, execution, and closing. Prepares various documents, including Charters, Project Plans, status reports, meeting minutes, and schedules. Analyzes data, creates data migration plans, verifies and validates data migrations, and identifies data issues before and after migrations. Assists customers in planning testing activities, developing test plans, and coordinating testing activities.

Minimum Qualifications:

Three years of full-time TCEQ experience as a Systems Analyst IV.

OR Six years of full-time experience in computer programming and/or systems analysis, which includes four years of full-time experience in a technical leadership role as a Systems Analyst, Programmer, Programmer Analyst, or Spatial Analyst.

OR A bachelor's degree from an accredited college or university with 12 semester hours in Management Information Systems, computer science, GIS, or a related field, plus five years of full-time experience in computer programming and/or systems analysis, three years of the which must have been in a technical leadership role as a Systems Analyst, Programmer, Programmer Analyst, or Spatial Analyst. (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION)

OR Completion of 30 semester hours (600 clock hours) in computer science from a licensed vocational, technical or business school or accredited college, plus five years of full-time experience in computer programming and/or systems analysis, three years of which must have been in a technical leadership role as a Systems Analyst, Programmer, Programmer Analyst, or Spatial Analyst. (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION)

Preferred Requirements:

Certified Project Management Professional (PMP).

Certified Business Analysis Professional (CBAP).

Experience as a project manager for IT projects.

Experience as a Business Analyst for IT projects.

Experience with data analysis for requirements elicitation or data migration using query tools.

Special Requirements:

Moving up to 40 pounds of paper and computer equipment. Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Development (HRSD) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSD for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer